**First word/Last word**

**Process**

* Form groups of four to eight
* Silently and simultaneously, members read a section of text and highlight three or four items that have particular meaning for them.
* One person is nominated in each group to begin.
* The first person shares one of his/her items but does not comment on it. He/she simply names it.
* Taking turns, each group member comments on the item with no cross-talk.
* The initial person who shared the item now shares his or her thinking about the item and therefore gets the last word.
* Repeat the pattern until all group members have shared their items.

**Alternatives**

* When possible, have members read the text before coming to the meeting. When they have read prior to the meeting, allow 3-4 minutes for them to review what they have marked. This can save face for those who have forgotten to read.

**First word/Last word**

**Process**

* Form groups of four to eight
* Silently and simultaneously, members read a section of text and highlight three or four items that have particular meaning for them.
* One person is nominated in each group to begin.
* The first person shares one of his/her items but does not comment on it. He/she simply names it.
* Taking turns, each group member comments on the item with no cross-talk.
* The initial person who shared the item now shares his or her thinking about the item and therefore gets the last word.
* Repeat the pattern until all group members have shared their items.

**Alternatives**

* When possible, have members read the text before coming to the meeting. When they have read prior to the meeting, allow 3-4 minutes for them to review what they have marked. This can save face for those who have forgotten to read.